
PARK COUNTY POSITION DESCRIPTION

I. POSITION IDENTIFICATION

Work Unit: Planning
Supervisor: Park County Commission and Human Resource Manager

Current Classification:

Pay Grade: 11

Title: Planning Technician I

Non-Exempt

Full time

II. ASSIGNED DUTIES AND TASKS

Position overview:

This position is located in the Planning Department and is responsible for maintaining accurate documentation for the Planning Department, providing assistance to the public, receiving and recording various documents, and performing various other duties as assigned. This position performs a combination of office administration, and public relations assignments. This position functions with discretion and independence and is responsible for performing a variety of administrative and public relations assignments. This position provides program information and technical assistance to the public. This position requires some flexibility in scheduling for evening meetings.

Each duty listed below makes up at least 20% of the duties of this position and all other functions are included in Other Duties as Assigned. All duties below are essential functions unless otherwise indicated. Duties of the position are not all inclusive and subject to change.

A. **PROGRAM SUPPORT**

1. Assists professional staff in preparing subdivision reports by providing support in data compilation, research, data formatting, correspondence and related projects.

B. **ADMINISTRATIVE**

1. Maintains the administrative and clerical support office operations for the Planning Department. Maintains front desk work flow and customer service. Provides overall administrative supports to ensure customers are assisted, phones are answered, and documents are received, checked and tracked.
2. Receives, tracks and deposits money collected at the front desk for the Planning Department. Ensures accurate tracking, receipting and accounting of fees for multiple programs (e.g. applications, permits, parkland, etc.).
3. Monitors fund accounts and compiles balance information for appropriate parties as needed.
4. Maintains inventory control by tracking purchases, supplies, equipment and other physical resources. Orders office supplies and equipment as needed.
5. Completes department purchase orders and deposits, pays department bills, and keeps an accurate, electronic ledger of accounts.

C. **OTHER DUTIES AS ASSIGNED**

Performs a variety of other duties as assigned by supervisors. This may include completing special projects and assignments, compiling specialized information into appropriate formats, attending continuing education and training, and a variety of other functions as needed.

III. KNOWLEDGE

This work requires knowledge of clerical and administrative support methods and procedures; knowledge of Planning Department rules, procedures and operations; County subdivision, zoning, and floodplain regulations; knowledge of maps and legal descriptions; and knowledge of office operations and equipment, with business and office software preferred. The position also requires the ability to communicate effectively verbally and in writing. Notary preferred

Education and Experience

The required knowledge, skills, and abilities are typically acquired through a combination of education and experience equivalent to graduation from high school, two years of post-secondary education or training in office management or related field, and two or three years of related experience that includes working in an office environment. Planning or land use experience preferred.

IV. ACCOUNTABILITY

This position makes decisions regarding clerical and administrative support functions within the office. Most procedures and operations fall within prescribed guidelines or processes. Decisions concern the accuracy and reliability of information disseminated to the public and others. The person in this position needs to perform duties in a reliable, timely and efficient manner.

V. CONFIDENTIALITY

The position requires handling non-public confidential information. The person in the position acknowledges the confidential nature of non-public information regarding county employees and elected officials. Consistent with applicable police and guidelines, this position will respect and safeguard the privacy of employees, elected officials and Park County and the confidential nature of information in accordance with Montana state law, without limiting the general nature of this commitment. This position will not access or seek to gain access to confidential information regarding any past or present employees, elected officials, and Park County in the course of fulfilling job responsibilities. The person in the position hereby acknowledges that the person understands that in this context, confidential information is considered all non-public information that can be personally associated with an individual.

If in the course of executing job responsibilities, the person in the position accidentally access information that others might consider inappropriate for this position to access, the person in the position will notify the person's supervisors of the date and time of the access. If a question arises at a later time, it will be understood that the access was accidental. The person in the position will not disseminate any such information.

By signing this Position Description, the undersigned hereby acknowledges reading and understanding this section regarding confidentiality and agrees to abide by the terms and conditions set forth herein. Violation of confidentiality may warrant disciplinary action, up to and including, suspension, demotion or termination of employment.

VI. INDEPENDENCE OF ACTION

This position performs many duties independently in which a number of procedures and methods are available and established. Work objectives and priorities are defined by the supervisor, and work is reviewed primarily for soundness of approach as details are typically assumed accurate. The supervisor and other program staff are typically available to provide guidance in most of the technical work activities although the incumbent is relied upon to solve problems independently in their absence.

VII. PERSONAL CONTACTS

This position interacts with other department and county employees and the general public in person, and via telephone and e-mail on a daily basis. The nature of information exchanged is typically factual, and is for the purpose of coordinating routine activities or procedures related to office activities, program operations, public hearings or Board meetings. Most of the contacts with the general public are for the purpose of responding to requests for information related to planning procedures and requirements. The information exchanged may require some explanation in order to clarify rules, regulations or other requirements, and to answer programmatic inquiries.

VIII. WORK ENVIRONMENT/PHYSICAL DEMANDS

While performing the duties of this job, the employee is occasionally required to stand, walk, reach with hands and arms, and stoop, kneel, crouch or crawl. The employee is regularly required to sit, use hands to finger, handle, or feel, and talk or hear.

The employee must occasionally lift and/or move up to 25 pounds.

The position requires the following special vision requirements: close vision (clear vision at 20 inches or less), and the ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

The noise level in the work environment is usually moderate.